

**State Historical Records Advisory Board (SHRAB) Meeting
Regular Meeting Minutes
October 6, 2014
R.A. Gray Building, Tallahassee, Florida**

Members in Attendance

Gerard Clark, Board Coordinator
Bonnie R. Brinson
Elaine Coats
Jennifer L. Koslow
Martha Martin
Richard Roberts
Kathy Fleming

Absent - Jim Berberich, Chair

Others in Attendance

Judith Ring, DLIS
Amy L. Johnson, DLIS
Brenda Lippy, DLIS
Tom Claeson, Consultant (joined meeting late)

Call to Order and Roll Call

In Chairman Jim Berberich's absence, Gerard Clark called to order the meeting of the State Historical Records Advisory Board at 3:00 p.m., in Tallahassee. Introductions were made, and a quorum was present.

Adoption of Agenda

Gerard Clark called for a motion to approve the meeting agenda. Martha Martin made the motion, and members voted unanimously to approve the agenda.

Approval of Minutes of the March 24, 2014 Meeting

Gerard Clark called for a motion to approve the March 24, 2014 minutes. Richard Roberts made the motion, and members voted unanimously to approve the minutes.

Division Update Provided by Judi Ring

The Division is in the process of putting together its budget request for fiscal year 2015-2016. The long-range program plan is now online at the Florida fiscal portal. The Division's Legislature budget request will be sent to the governor and will be available on the Florida fiscal portal on October 15.

The Archives and Records Management area did not add any new staff. Florida Memory is growing and now has its own streaming radio station on the Web. The Memory Project in the Photo Archives Collection will soon have a shopping cart on its website which will enable patrons to purchase items online.

This is a gubernatorial election year. The time leading up to and immediately after an election can be stressful on state agencies, but we are looking forward to seeing where we are going afterwards.

Other Division News Provided by Gerard Clark

October is Archives Month. The Friends group has provided funds for an Archives month poster, which has been distributed around the state and to other state archives programs.

On October 17, there will be a slideshow event in the R.A. Gray Building featuring *Panama City, The Miracle Strip*. All are invited.

The Records Management program will finish its seminar series at the end of the month with the last seminar in Tallahassee. We've trained over 500 people so far this year. We will continue with webinars and onsite consultation when requested by agencies.

We are moving forward with marketing the State Records Center. The use of the Center has declined for a number of reasons, including fewer paper records being created. We are trying to contact agencies to encourage them to use our services. The revenue from the Records Center supports a number of different positions.

At the end of October, we will be mailing Records Management Compliance Statements to local and state government agencies. This is where agencies report to us their compliance with records management law and rules.

NHPRC Grant Evaluation Guidelines Provided by Gerard Clark

The NHPRC rules will not allow discussion of grants at the meeting, however Gerard reminded the board that NHPRC is looking for applicants who are working with records that have a major impact with national significance. These grants are going up against other grant applicants in all 50 states. The notes and comments sent by the board will be compiled into a summary report along with the recommendations for funding to the commission. This is the first time we have had grants from Florida in two to three years. NHPRC has their own guidelines to follow in awarding funds, but the board's recommendations will have a big impact on their decision.

Richard Roberts asked about Section 2. Section 2 has a number of questions you are asked to address; Section 3 is where you should rate the applicant.

Kathy Fleming asked about sharing reviewer comments with applicants. Comments are given to applicants, but individual reviewers are not identified.

The deadline to get grants into NHRPC is October 21.

Statewide Digitization Plan Update Provided by Tom Claeson, Consultant

Amy L. Johnson, Chief of the Bureau of Library Development, introduced Tom Claeson, one of the consultants working on the Statewide Digitization Plan.

The Statewide Digitization Plan is a project to determine the needs of the Florida community in digitization and digital activity.

One of the first steps was creation of a survey by a steering committee on digitization practices and needs. Currently, the committee is in the midst of a series of focus groups. It is also doing public presentations about the project at professional association conferences, including the *Florida Association of Museums*.

The committee has been developing best practices documents – everything from best practices for metadata for digital projects to best practices for content creation for digital projects. These documents will soon be available on the project website.

The committee has also developed a recommendation for a technology strategy for a single point of access to Florida's digital collections.

Later this year and early next year, the committee will be working on the development of a Statewide Digital Action Plan document.

The survey conducted by the steering committee was discussed, including who the survey was sent to, the types of information collected and the results of the survey:

- One of the concerns the steering committee members have is when they looked at standards and best practices for digital content creation used in Florida, a majority of organizations did not choose the national standards listed; instead they were using in-house or local standards, had no standards, did not know the standards they were using, or were using vendor recommended standards.
- Two of the most popular subjects for future digitization projects from all institutional types were local history and Florida history.
- Many institutions did not have a digital access management system to control, manage and display their digital collections.
- Digital preservation is a concern. Most organizations are storing files in-house in systems that their institutions are managing. This would be an issue if the institution had a disaster. Suggest remote storage, shared storage, cloud storage, etc.

Two sessions with a series of focus groups have just started. They are asking more in-depth questions as far as where organizations are with their digital collections and what their needs are.

Positive feedback has been received on the statewide initiative goal or mission – “Florida’s libraries, museums, archives, and historical societies provide the residents of Florida and curious citizens of the world with an interest in Florida cultural heritage barrier-free online discovery and access to the digital collections that promote Florida and enhance understanding of its heritage.”

The *Florida Association of Museums* presentation will be sent to Amy Johnson, and Gerard Clark will share it with the board.

Amy Johnson stated the planning will be done at the end of our fiscal year; she will work on implementation the following fiscal year.

Gerard Clark will keep members posted on the progress of this project. It will be a great benefit to the archival community.

Next Meeting

If there is enough to talk about, Gerard Clark discussed the possibility of having another teleconference meeting in December. During the grant period, the board needs to have three meetings. He also discussed the possibility of having a face-to-face meeting in Tallahassee in January or February.

Other Business

Gerard Clark asked if there was any other new business.

Gerard Clark did not apply for another NHPRC grant to support the board meetings for next year. The process to apply for the grant has become too complicated just to support three board meetings. The board would have to have something to do, something to accomplish or a certain goal; it can no longer use the strategic plan.

Grant reviews are due by Friday, October 10.

Public Comment

Gerard Clark said no public comments were received.

Adjournment

Gerard Clark thanked the board members for attending, and he asked if there was a motion to adjourn. A motion was made by Martha Martin and seconded by Kathy Fleming. The motion passed unanimously. The meeting adjourned at 3:48 p.m.